United Nations ST/IC/1998/70

Secretariat

14 October 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **1999 competitive examination for accounting clerks**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the 1999 competitive examination for accounting clerks, in accordance with the provisions of administrative instruction ST/AI/1998/4 of 10 February 1998.

2. The 1999 competitive examination for accounting clerks will be held in February 1999 in New York.

3. The minimum entrance criteria for eligible staff members are as follows:

(a) Have at least a bachelor's degree or equivalent in the field of accounting; **or**

(b) Have at least five years of experience in the field of accounting.

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous examination for accounting clerks must meet the following conditions:

(a) Have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for accounting clerks more than four times within a 10-year period.

6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members may bring their own calculators. Personal computers are not allowed.

* Expiration date of the present information circular: 31 December 1999.

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7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected candidates to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

8. Candidates who successfully complete the written examination and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting clerks at the United Nations in New York will be filled. Candidates may then be selected depending on the needs of the United Nations and the availability of posts. All successful candidates from the 1999 examination will receive an offer for an accounting clerk's post prior to the selection of any candidates from the next competitive examination for accounting clerks. Accounting clerks will be required to work in a fully computerized environment.

9. Successful candidates selected to fill vacancies will be assigned as accounting clerks for a trial period of six months. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their posts at their previous levels or assigned to a similar post in a different area.

10. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to: 1999 Competitive Examination for Accounting Clerks, Operational Services Division, Office of Human Resources Management, Room DC1-0200, One United Nations Plaza, New York, NY 10017, by 18 December 1998. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of application. Extensions for receipt of applications will not be granted.

11. The present circular supersedes information circular ST/IC/1998/15 of 10 February 1998.

Annex

Application for the 1999 competitive examination for accounting clerks[a]

Index No.[b] _ _ _ _ _ _ _

Last name _ Category _ _ Level _ _

First name _ Sex: Male _ Female _

Date of entry on duty: Month _ _ Year 1 9 _ _

Type of contract: _____ Expiration date: _ _ / _ _ / _ _ _ _

Department/Office[c] _____

Duty station: _____ Room number: _____ Extension: _____

Have you taken this examination before? No _ Yes _ If yes:

in 1 9 _ _ in 1 9 _ _ in 1 9 _ _ in 1 9 _ _

What is your main language? _

A. Knowledge of other languages

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read	Understand	Speak	Write
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily
	☐ Easily ☐ Not easily	☐ Easily ☐ Not easily	☐ Fluently ☐ Not fluently	☐ Easily ☐ Not easily

C. University degree or equivalent or post-secondary educational qualifications [d]

Name of institution (place and country)	Language of instruction	Attended from/to		Degree[d] or equivalent	Main field of study
		month/year	month/year		

D. Secondary school qualifications

Name of institution (place and country)	Language of instruction	Attended from/to		Certificate or equivalent[d]	Main field of study
		month/year	month/year		

E. Courses taken in relation with accounting/auditing

Title	Description	Attended from/to		Number of hours/credits	Main field of study
		month/year	month/year		

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1998/70 and I understand that, if I am successful in the competitive examination for accounting clerks and recommended for inclusion in the roster, my assignment as an accounting clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 8 and 9 of that circular.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Operational Services Division of the Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Operational Services Division of the Office of Human Resources Management will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[b] Appears on your Identification Pass.

[c] Please indicate Department/Office.

[d] Give exact name and title in the original language. Do not translate or equate.